Author	**Status**	**Effective Date**
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1.0   Purpose

This procedure is intended to ensure that all Gemini employees follow the right guidelines when it comes to pulling and picking orders during the shipping process. These standard operating procedures are guidelines intended to meet and comply with the Gemini Coatings Operational Plan. Shipping policy dictates scanners be used for all orders shipped by the shipping department.

2.0   Scope

This document covers the standard procedures to be followed for employees in the shipping department when picking and pulling orders. By following the instructions, the workload will be completed accurately and consistently.
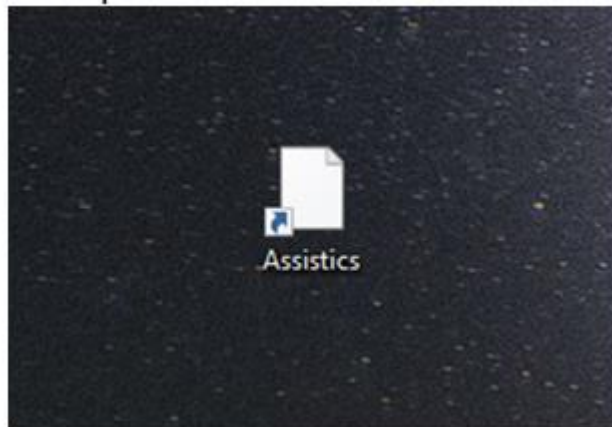
3.0   Safety

*Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)
*Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.
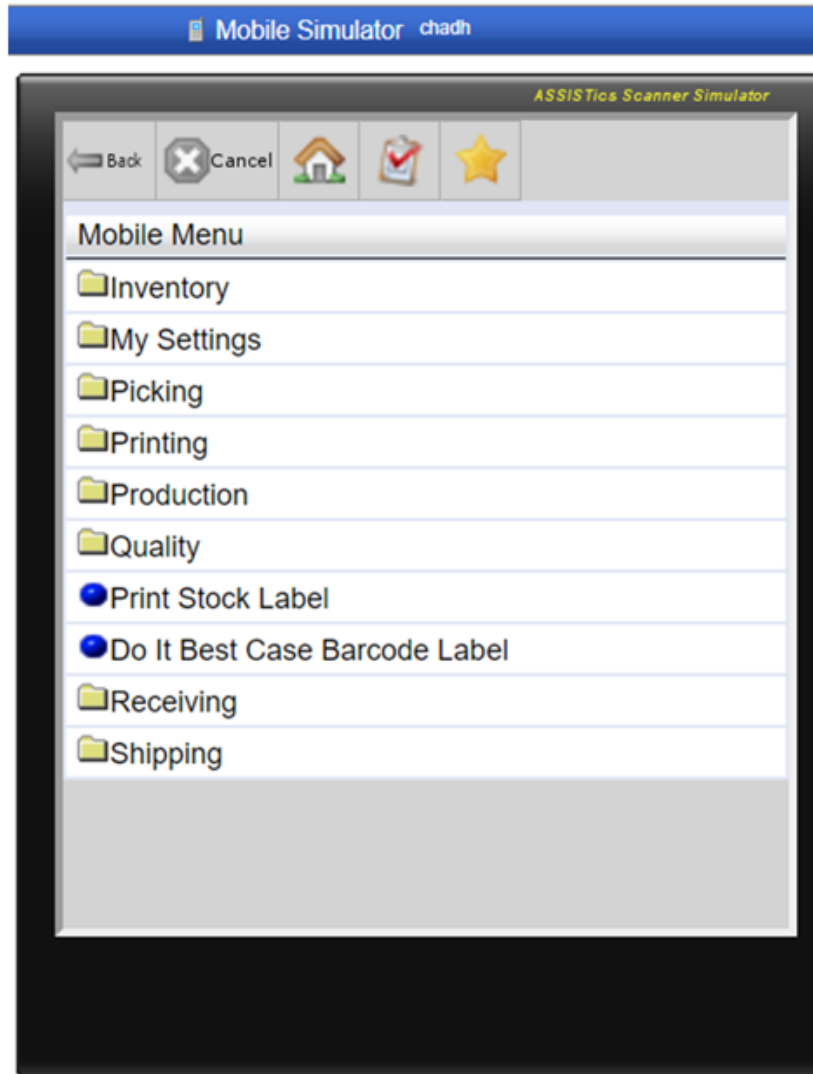
4.0   Picking Orders While Pulling

4.1   **Obtain Order** - Orders will be assigned daily by your supervisor.

4.2   **Obtain Scanner** - Scanners are kept in the shipping office along with charging ports.

4.3   **Opening Assistics Program** - To open Assistics click on the Assistics icon on your scanners home screen. If this icon is not available, contact your supervisor.
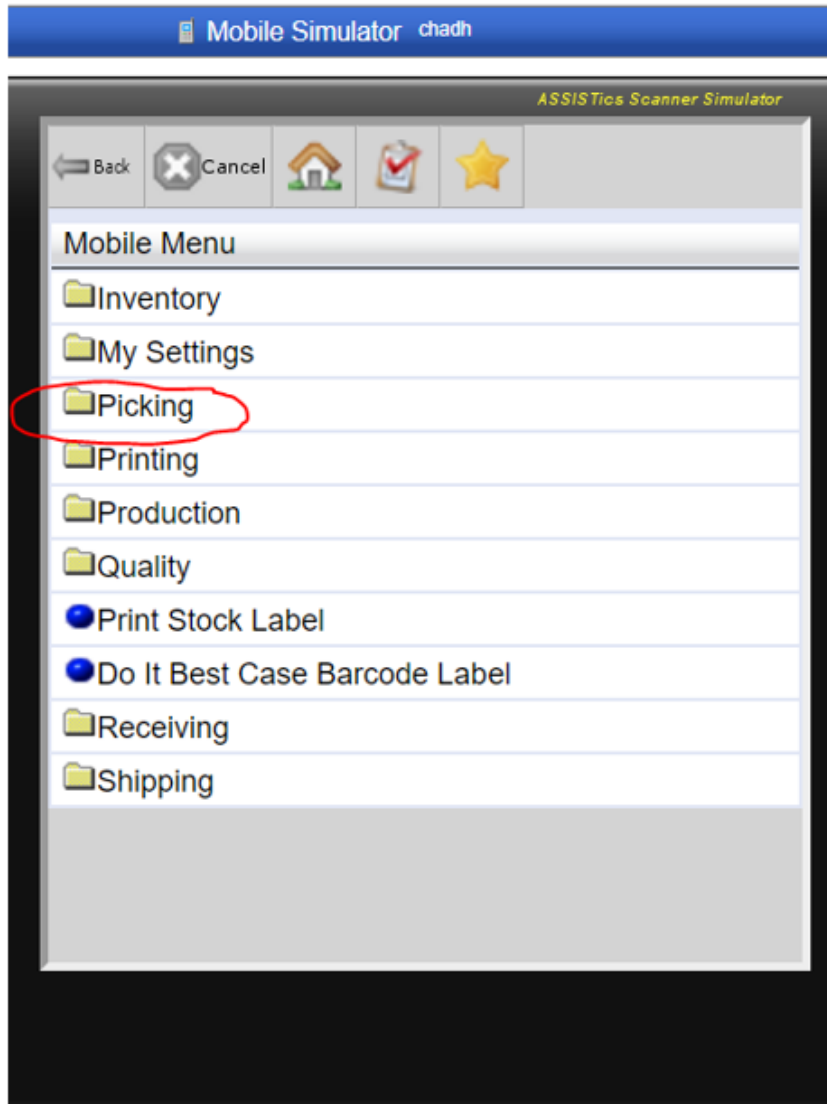

4.4   **Login** - Login using your provided username and password. If no username or password has been provided, contact your supervisor.
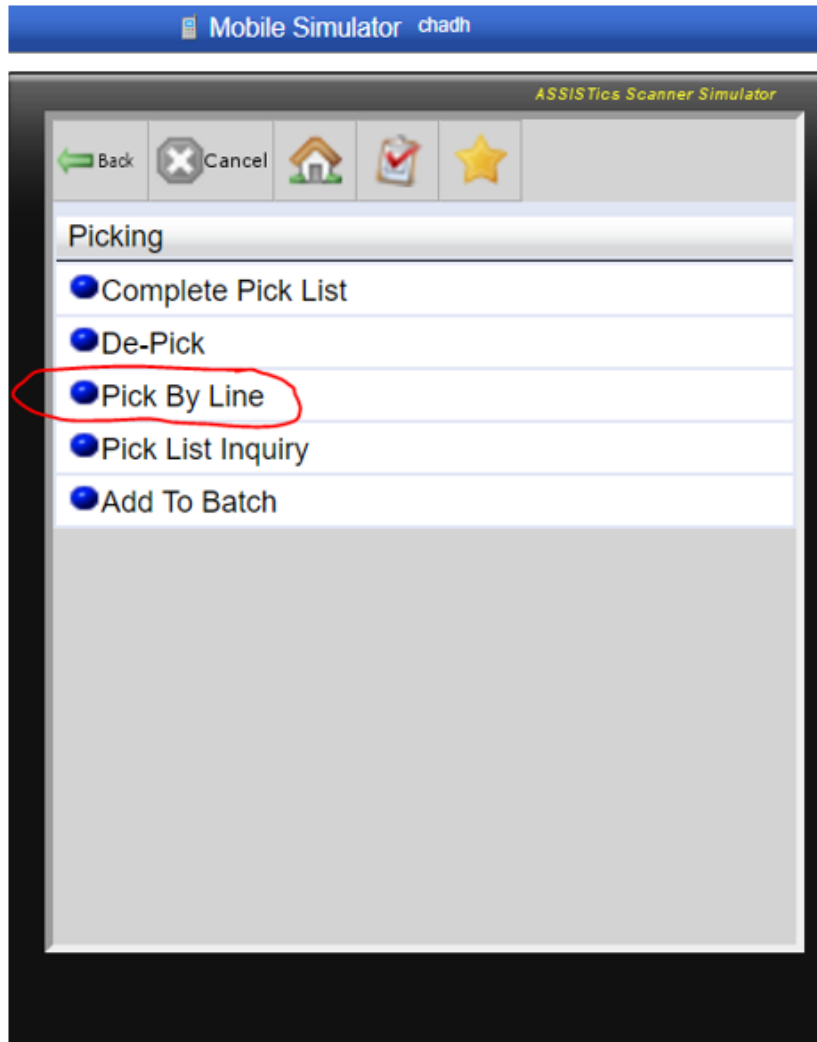
4.5   **Mobile Menu Screen** - Once logged into Assistics the home screen (Mobile Menu) will appear. A variety of options will be available to you.
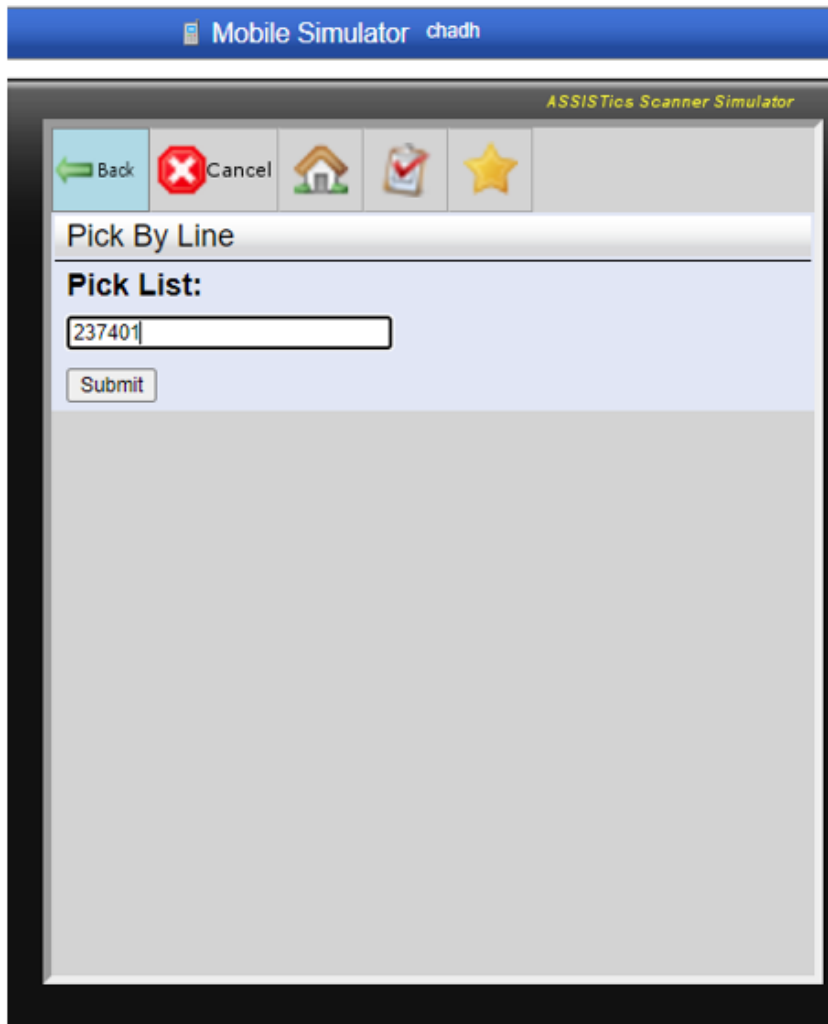
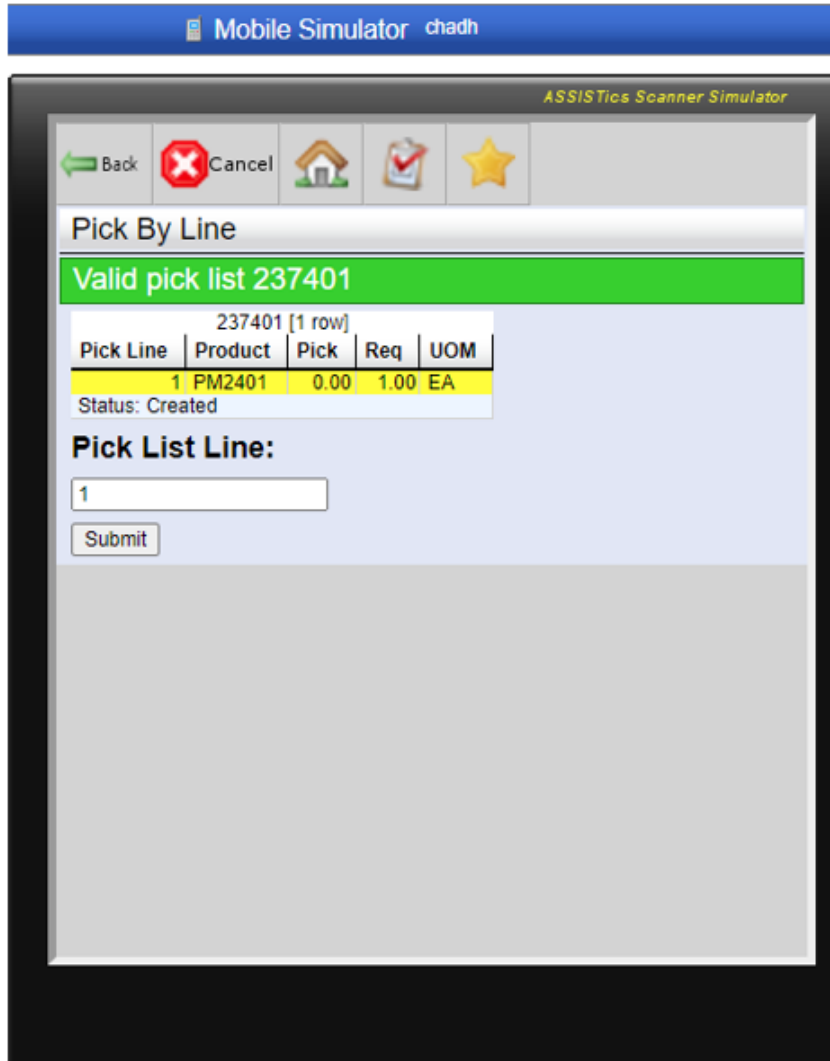4.6   **Picking** - Select the Picking tab.

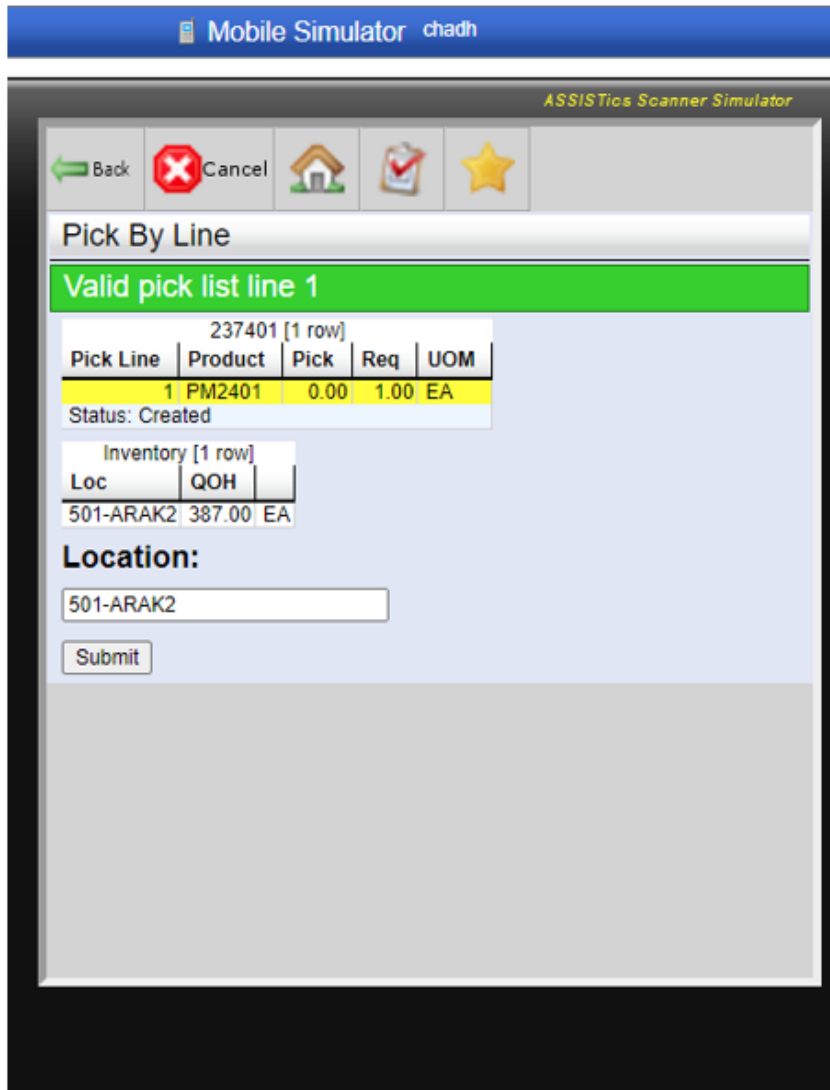4.7   **Pick By Line** - Select the Pick By Line tab.

4.8 **Scan the Pick List Barcode** - Scan the pick list barcode and click the submit button.

4.9 **Pick List Line** - Type in the desired pick list line for the product you wish to pull.
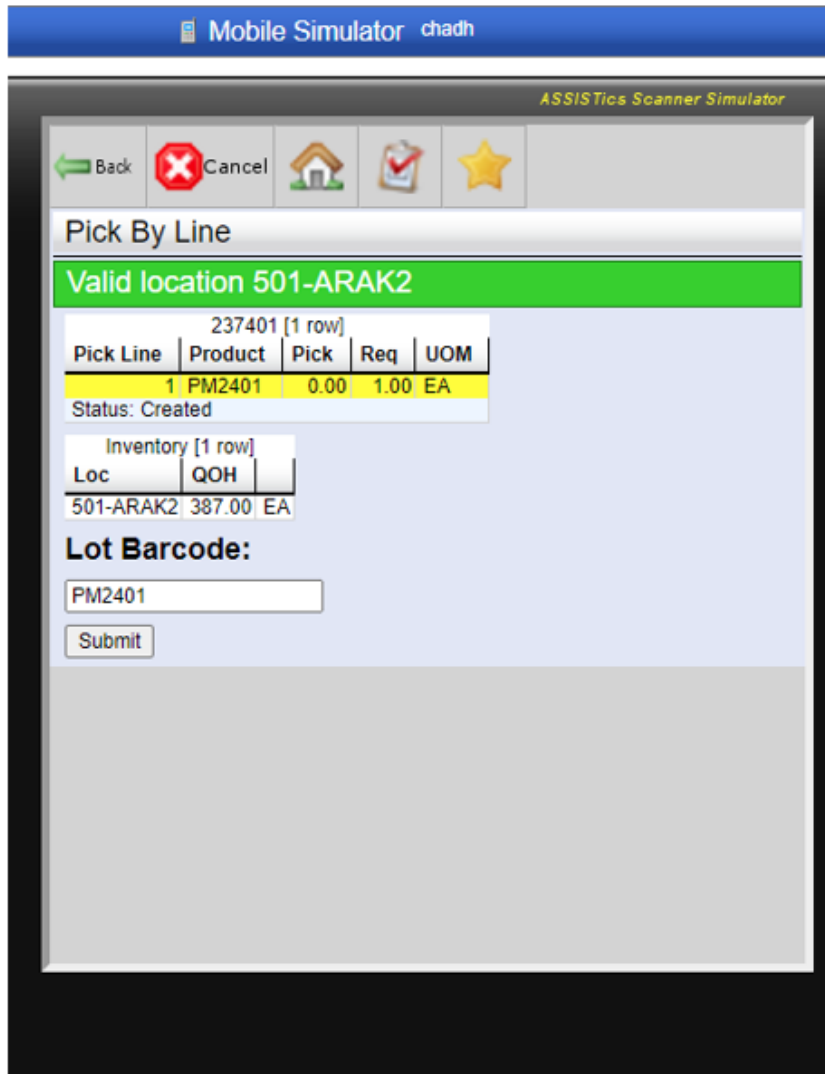
4.10 **Location** - Scan the location you will be pulling the product from.
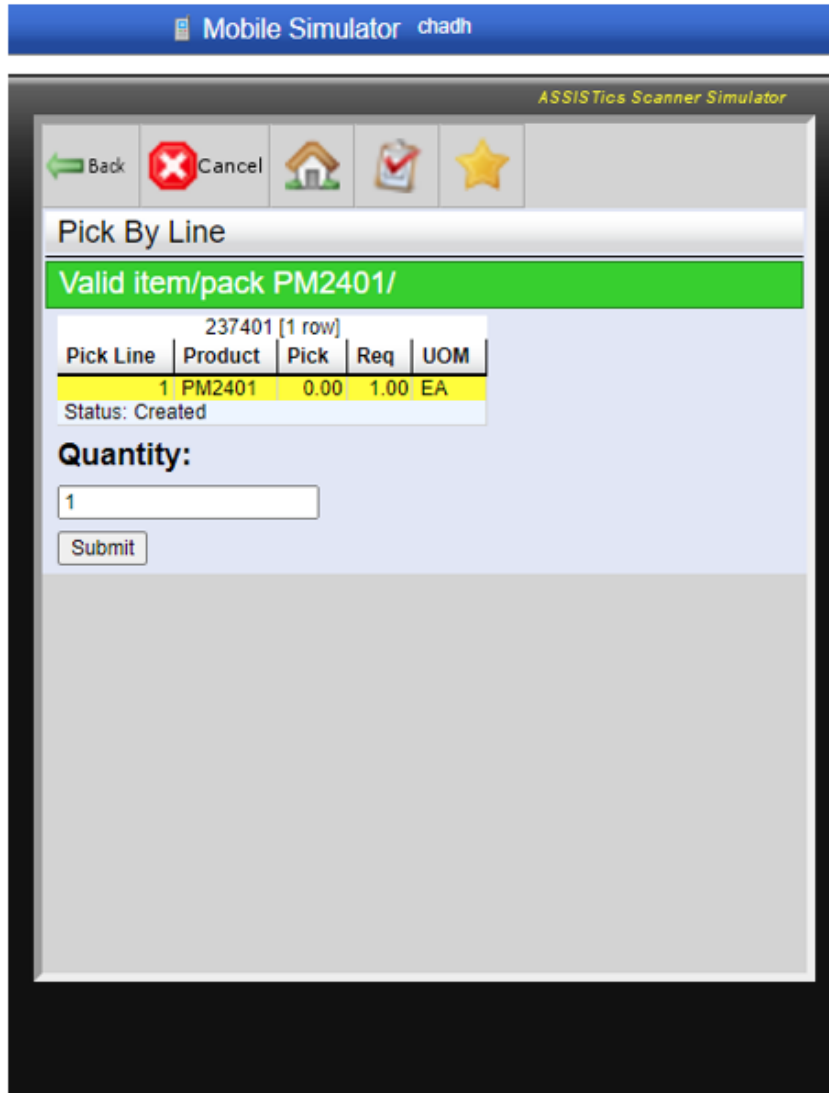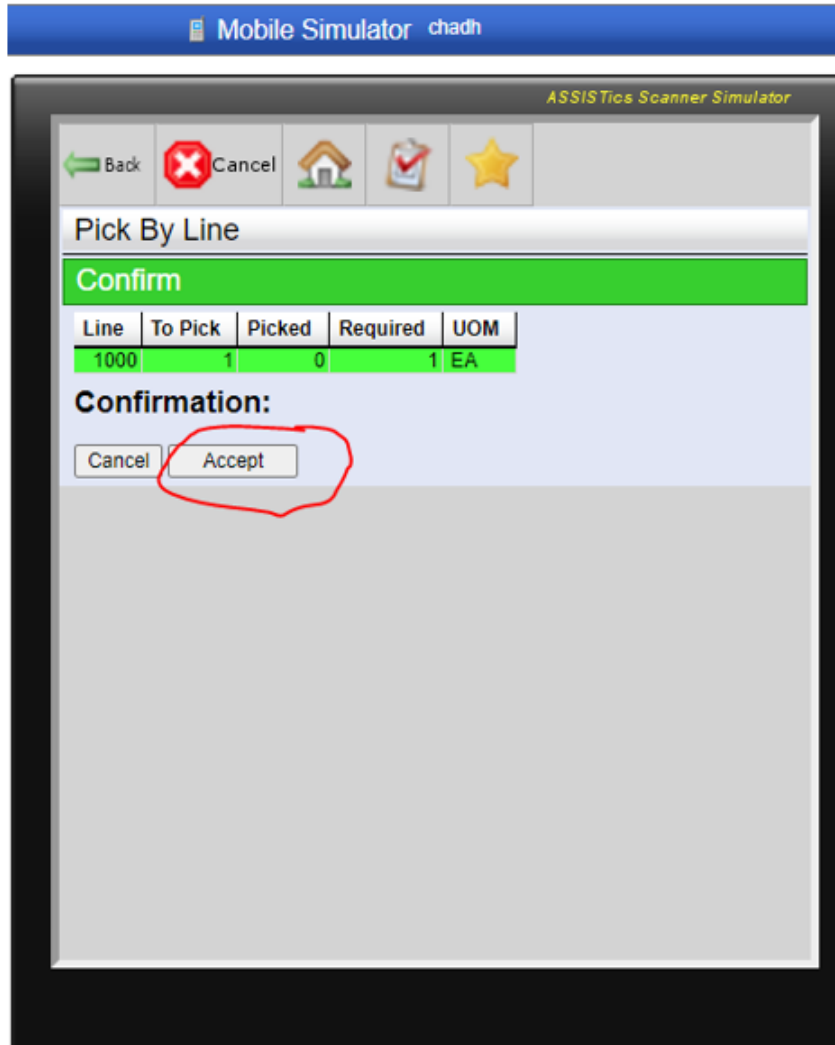
4.11 **Lot Barcode** - Scan the lot barcode on product.

4.12   **Quantity** - Input the desired quantity needed for the order.

4.13   **Confirmation** - Confirm your pick is accurate. A display of the pick will be presented on the screen. After confirmation click the accept button.

4.14   **Repeat as Needed** - Repeat this process until all lines of the order are complete.

5.0   References

Reference	Title
1	None